TENNESSEE DEPARTMENT OF EDUCATION
FIRST TO THE TOP

Computer Applications

Primary Career Cluster:	Business, Management & Administration
Consultant:	Joy Smith, (615) 532-6248, Joy.Smith@tn.gov
Course Code(s):	5891, 3638, or 3721
Recommended Prerequisite(s):	Keyboarding 4-8; Document Formatting (0713)
Credit:	1
Grade Level:	9-10
Aligned Student Organization(s):	DECA: www.decatn.org FBLA: www.fblatn.org Sarah Williams, (615) 532-2829, Sarah.G.Williams@tn.gov
Teacher Resources:	http://www.tn.gov/education/cte/BusinessManagementAdministration.shtml

Course Description

This course is designed to develop computer technology skills. Students will use a variety of computer software and hardware tools and features of an electronic information network. Students will explore the social, business, and ethical issues of using computer technology. The students will develop skills that will assist them with efficient production of word processing documents, spreadsheets, databases, and presentations. *(This course requires a computerized workstation for each student with operating system, word processing, database, spreadsheet, presentation, and networking resident software.)*

Course Standards

Standard 1.0

The student will develop and apply concepts related to human relations, safety, career development, communications, and leadership skills for a global workplace.

The student will:

1.1 Demonstrate sensitivity to personal, societal, corporate, and governmental responsibility to community and global issues.
1.2 Demonstrate the interpersonal, teamwork, and leadership skills needed to function in diverse business settings, including the global marketplace.
1.3 Communicate effectively as writers, listeners, and speakers in diverse social and business settings.

1.4 Apply the critical-thinking and soft skills needed to function in students' multiple roles as citizens, consumers, workers, managers, business owners, and directors of their own futures.
1.5 Analyze and follow policies for managing legal and ethical issues in organizations and in a technology-based society.
1.6 Investigate the life-long learning skills that foster flexible career paths and confidence in adapting to a workplace that demands constant retooling.
1.7 Assess personal skills, abilities, aptitudes, and personal strengths and weaknesses as they relate to career exploration and apply knowledge gained from individual assessment to research and develop an individual career plan.
1.8 Examine the goals and principles of Future Business Leaders of America.
1.9 Investigates online and office safety procedures and passes a written safety examination with 100% accuracy.
1.10 Demonstrates parliamentary procedure through office staff/chapter organizational meetings.
1.11 Apply appropriate typography concepts to industry documents.

Sample Performance Task

- Design and produce a team project on legal and ethical issues that includes issues and penalties for plagiarism, copied text that does not require permission, and copied data that requires permission and the process used in obtaining permission. Obtain formal permission for use of quotations, art form, design, music, and photographs. Develop and present a total team project utilizing various technology components and appropriate typography concepts.

Standard 2.0

The student will examine new and emerging technologies and evaluate the impact and applications of computers in society.

The student will:

2.1 Analyze and explore the use and impact of computer technology on individual lives, employment opportunities, and various industries such as business, recreation, medical, education, and entertainment.
2.2 Explore emerging computer technologies and forecast future trends.
2.3 Analyze different types of computer applications and the types of hardware and software needed to complete each.

Sample Performance Task

- Each student will research and analyze an emerging technology and present it to the class.

Standard 3.0

The student will apply skills appropriate to the computer operating system and the keyboard.

The student will:

3.1 Operate the alphabetic, numeric, and special characters on the keyboard using the touch system.
3.2 Demonstrate speed and accuracy using the touch system of keying by attaining a minimum of 35 NWAM on a two-minute timed writing.
3.3 Apply operating system commands in the use of computer components and functions.
3.4 Demonstrate proficiency in the care and operation of computer technology.

Sample Performance Task

- Students will complete a one-minute timed writing achieving a minimum of 35 NWAM.

Standard 4.0

Apply mailability standards to all software output.

The student will:

4.1 Apply appropriate capitalization, punctuation, number expression, and grammar concepts to produce mailable documents.
4.2 Revise and critique documents using proofreading and editing marks.

Sample Performance Task

- Students will key and revise a document containing grammatical, punctuation, spelling, and number expression errors indicated by proofreader marks.

Standard 5.0

The student will create a variety of word processing documents.

The student will:

5.1 Differentiate between the functions and terminology of word processing software.
5.2 Apply accurate formatting skills to create and revise a variety of academic and business documents. *(CLE 3101.1.2, CLE 3102.1.2, CLE 3102.4.2, CLE 3108.1.2, CLE 3108.4.7, CLE 3108.4.8)*

Sample Performance Task

- The student will input and format a variety of documents for a specific communications project.

Standard 6.0

The student will create and design spreadsheets to produce and format data.

The student will:

6.1 Compare and contrast the uses of word processing and spreadsheet software.
6.2 Differentiate between the functions and terminology of spreadsheet software.
6.3 Analyze and construct functions and formulas. *(CLE 3102.1.7, CLE 3102.2.1, CLE 3102.3.6, CLE 3102.3.1, CLE 3102.3.5, CLE 3102.3.6, CLE 3102.3.9, CLE 3103.1.7, CLE 3103.2.3, CLE 3108.1.7)*
6.4 Create charts and graphs. *(CLE 3102.1.2, CLE 3102.5.1, CLE 3102.5.2, CLE 3101.1.2, CLE 3103.2.4, CLE 3103.3.2, CLE 3103.3.5, CLE 3103.5.1, CLE 3103.5.2, CLE 3103.5.3, CLE 3103.5.4, CLE 3108.1.2, CLE 3108.2.3, CLE 3108.5.1)*

Sample Performance Task

- Divide the class into groups of two and have them create a spreadsheet with provided information concerning an organization's fundraising activities.

Standard 7.0

The student will develop database skills to organize and maintain information.

The student will:

7.1 Compare and contrast the uses of spreadsheet and database software.
7.2 Differentiate between the functions and terminology of spreadsheet software.
7.3 Design and create a database. *(CLE 3103.5.2)*
7.4 Formulate simple queries. *(CLE 3102.1.2, CLE 3101.1.2, CLE 3108.1.2)*
7.5 Create a database report.

Sample Performance Task

- The student will design a database given specific contact demographic data for a fundraising activity.

Standard 8.0

The student will design a multimedia presentation.

The student will:

8.1 Differentiate between the functions and terminology of presentation software.
8.2 Analyze the basic concepts of multimedia presentation design.
8.3 Design, create, and present a multimedia presentation to a specific audience. (*CLE 3103.5.2)*

Sample Performance Task

- The student will design an interactive multimedia presentation for the recruitment of a co-curriculum student organization such as a computer science chapter or Future Business Leaders of America. The presentation is designed for and presented to the 7th and 8th grade assembly.

Standard 9.0

The student will examine network, hardware, software, and applications.

The student will:

9.1 Differentiate between the functions and terminology of networks, hardware, and software.
9.2 Distinguish between the Internet, Intranet, and the World Wide Web.

Sample Performance Task

- Using the drawing feature of software, students will create a diagram representing a communication system, WAN or LAN network.